



# GRADUATE STUDENT HANDBOOK

2007-2008

ACADEMIC YEAR


THE GRADUATE SCHOOL  
OF THE COLLEGE OF CHARLESTON

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# HISTORY OF THE COLLEGE



Founded in 1770 and chartered in 1785, the College of Charleston is the oldest institution of higher education in the state of South Carolina and the thirteenth oldest in the United States. Many prominent colonials served on the Board of Trustees including three signers of the Declaration of Independence and three fathers of the U.S. Constitution. In 1789 the Trustees elected the Reverend Doctor Robert Smith to become Principal of the College, a title used among English universities at the time. The fiscal, intellectual, and personal contributions of Bishop Smith were key to the success of the College of Charleston. Dr. Smith resigned in 1796, and the College became inactive until the early 1820's. In 1823, the Charleston papers began a vigorous editorial campaign to reorganize the College. The College reopened on a more official basis in 1824 under President Nathaniel Bowen. When financial support and city scholarships were established in 1837, the College became the first municipal college in the United States. In 1886, a major earthquake seriously damaged many campus buildings. Much of the main building, Randolph Hall, was almost destroyed. The use of the earthquake rods that appear in many of the older buildings on the Campus developed out of the need to strengthen and protect the buildings following the damage from this natural disaster. Under President Harrison Randolph's leadership, the College enhanced its reputation by modernizing its curriculum, increasing enrollment, adding residence halls, and in 1917 admitting women.

## Randolph Hall

The popular image of the front of Randolph Hall is often seen on campus stationary, business cards, and publications as well as campus novelty items, clothing, notebooks and license tags. The construction of Randolph Hall, originally known as Main building, began in 1828. Artist Charles Fraser laid the first cornerstone of the building that would become the heart of the College and a national landmark. The building has been used as a chapel, museum, chemistry lab, classrooms, and is currently used as faculty and administration offices. The building was renamed Harrison Randolph Hall in 1972 for the 13th College of Charleston president. Randolph accepted the presidency in 1897 at the age of 24 and served the College for over 50 years as President and Chairman of the math department. Randolph Hall has undergone three stages of construction between 1828 and 1976. Early American architect William Strickland designed the main portion of the building. Designed by Col. E. B. White, the portico and wings were added in 1850. Randolph Hall has withstood mortar shells, an earthquake, and countless graduation ceremonies.

## the Cistern

Located in front of the main entrance to Randolph Hall, the Cistern was built in 1857 to catch rainwater that would run off the roof and flood the basement after the wings and portico were added. It became a neighborhood reservoir and was also used if fire broke out in the main building. Freshmen went through initiation, which included being dunked in the Cistern, until the early 1900's. Graduation ceremonies have been held on the Cistern and graduates walk up one side of the Cistern, receive their diploma, and come down the other side signifying the completion of their degree.

## the Mace

The Mace is an item of great symbolic importance to the College. In the course of history, the Mace has become a symbol of authority and power on campus. In academic circles, the Mace is used to represent the authority of the Office of the President, and as such it represents an integral part of all official ceremonies. The Mace is carried by the Speaker of the Faculty during graduation. When not in use, the Mace is displayed in the President's board room in Randolph Hall.

## the President's home

The lovely Georgian home at 6 Glebe Street is where the president resides. The home was built in 1770 initially as the parsonage of the St. Philip's church. In 1785 Dr. Smith established a successful academy in the basement of the parsonage and immediately transferred his 60 students to the College when he became Principal of the institution in 1789.

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Dear New Student:

Welcome to the Graduate School of the College of Charleston! This handbook is designed to answer questions you may have about program requirements and regulations, Graduate School personnel and contact information, financial aid, student employment, as well as campus and community life.

Charleston, located in the heart of the South Carolina Lowcountry, is a fantastic place to undertake graduate study. Our seventeen master's degree and seven certificate programs take advantage of the unique opportunities provided by the people, institutions, and environment of the area and offer the specialized knowledge and training sought by professionals living and working in the region.

Because of the superb credentials of our faculty and relatively small size of our programs, graduate students enjoy close personal relationships with their mentors and have diverse opportunities for scholarly research and experiential learning. Please check our website frequently for announcements of grant, assistantship and internship opportunities. We look forward not only to your contributions to the intellectual life of our academic community in the next few years, but also to those future contributions you will make to the development of the city, state and world as alumnae/i.

We have recently created a Graduate Student Association (GSA), distinct from the Undergraduate Student Government Association (SGA). We encourage you to become an active participant in the organization. The GSA will be working closely with the staff of the Graduate School to promote networking activities, sponsor workshops and lectures, and improve student well being.

If you cannot find the information you need using this handbook, please do not hesitate to contact the Graduate School Office - in person, by phone, or by e-mail. We have a wonderful staff who are eager to get to know you personally and to assist you in making your graduate experience at the College of Charleston an exciting and productive time of intellectual and personal growth. Please also take advantage of the information on our website ([www.cofc.edu/gradschool](http://www.cofc.edu/gradschool)) that is directly specific to new and current students. You may obtain a copy of our graduate catalog at the Graduate Studies Office in 310 Randolph Hall or you may access it on line.

On behalf of everyone in the Graduate School, I wish you the best in your upcoming studies.

Amy Thompson McCandless, Ph.D.  
Interim Dean of the Graduate School,  
Associate Provost for Research, and  
Professor of History

A WELCOME  
FROM THE  
DEAN

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A WELCOME  
FROM THE  
PRESIDENT  
OF THE  
GRADUATE  
STUDENT  
ASSOCIATION

Dear Fellow Graduate Student:

On behalf of the Graduate School of the College of Charleston and the Graduate Student Association, I welcome you to our beautiful and historic campus. The GSA (Graduate Student Association) is here for you, the graduate student. We desire to do everything we can to make your experience at the College of Charleston a memorable and enjoyable time, while also maximizing the achievement of your scholarly goals and pursuits.

Over the past year, several of your classmates have worked diligently to see that your interests are represented to the administration, program directors, and professors of the College. The vision of the GSA is to give you a voice, to enhance your scholarship, and to establish and sustain community. We will have several programs going on throughout the year that will fulfill the mission of all three aspects of our vision. Our hope is that your experience as a graduate student at the College of Charleston will be enriched as a direct result of the GSA's presence and work.

You are part of a historic moment. The 2007-2008 academic year will be the first that the College of Charleston will have a graduate student government. We hope that you will take the opportunity to get involved with the GSA while you are here at the College. You will have many opportunities to do so and by your involvement, you will be able to have a direct impact on your program and on your own academic career.

I entreat you to contact me with any questions or concerns about graduate student life at the College and how the GSA might be of service to you. Please feel free to contact me at any time with anything. My email address is [owpickett@edisto.cofc.edu](mailto:owpickett@edisto.cofc.edu) and you can read more about the GSA on our brand new website at <http://www.cofc.edu/gsa/>

On behalf of the graduate student body at the Graduate School of the College of Charleston, I wish you success and satisfaction in your chosen course of study.

Otis W. Pickett

Master of Arts in History Candidate  
Graduate Assistant at the Avery Research Center  
President of the Graduate Student Association



# CONTACTS



## Graduate School Office

66 George Street  
Randolph Hall, Suite 310  
Charleston, SC 29424  
843.953.5614 (p)  
843.953.1434 (f)  
[www.cofc.edu/gradschool](http://www.cofc.edu/gradschool)  
[gradstud@cofc.edu](mailto:gradstud@cofc.edu)

## Program Directors

Accountancy: Michael Cipriano :: 953.7166 :: [ciprianom@cofc.edu](mailto:ciprianom@cofc.edu)  
Arts Management: Scott Shanklin-Peterson :: 953.8241 :: [petersons@cofc.edu](mailto:petersons@cofc.edu)  
Bilingual Legal Interpreting: Virginia Benmaman :: 953.5718 :: [benmamanv@cofc.edu](mailto:benmamanv@cofc.edu)  
Communication: Douglas ferguson :: 953.7854 :: [fergusond@cofc.edu](mailto:fergusond@cofc.edu)  
Computer Science: Paul Buhler :: 953.7146 :: [buhlerp@cofc.edu](mailto:buhlerp@cofc.edu)  
Early Childhood Education: Virginia Bartel :: 953.5821 :: [bartelv@cofc.edu](mailto:bartelv@cofc.edu)  
Elementary Education: Virginia Bartel :: 953.5821 :: [bartelv@cofc.edu](mailto:bartelv@cofc.edu)  
English: Patricia Ward :: 953.5648 :: [wardp@cofc.edu](mailto:wardp@cofc.edu)  
English to Speakers of Other Languages: Angela Crespo Cozart :: 953.6353 :: [cozarta@cofc.edu](mailto:cozarta@cofc.edu)  
Environmental Studies: Michael Katuna :: 953.2000 :: [katunam@cofc.edu](mailto:katunam@cofc.edu)  
Historic Preservation for Fall 2007: Jennifer McStotts :: 953.5419 :: [mcstottsj@cofc.edu](mailto:mcstottsj@cofc.edu)  
Historic Preservation for Spring 2008: Robert Russell :: 953.6352 :: [russellr@cofc.edu](mailto:russellr@cofc.edu)  
History: W. Scott Poole :: 953.4862 :: [poolews@cofc.edu](mailto:poolews@cofc.edu)  
Languages: Robyn Holman :: 953.5459 :: [holmanr@cofc.edu](mailto:holmanr@cofc.edu)  
Marine Biology: Craig Plante :: 953.9187 :: [plantec@cofc.edu](mailto:plantec@cofc.edu)  
Mathematics: Ben Cox :: 953.9176 :: [coxbl@cofc.edu](mailto:coxbl@cofc.edu)  
Medical and Healath Care Interpreting: Elizabeth Martinez-Gibson :: 953.866 :: [martineze@cofc.edu](mailto:martineze@cofc.edu)  
Public Administration :: 953.6100 :: [bonifaym@cofc.edu](mailto:bonifaym@cofc.edu)  
Science & Mathematics for Teachers: Gary Harrison :: 953.5734 :: [harrisong@cofc.edu](mailto:harrisong@cofc.edu)  
Special Education: Michael Skinner :: 953.8044 :: [skinnerm@cofc.edu](mailto:skinnerm@cofc.edu)  
Statistics: Ben Cox :: 953.9176 :: [coxbl@cofc.edu](mailto:coxbl@cofc.edu)

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# DEPARTMENT CONTACTS

Graduate School Office :: 953.5614 :: [Gradstud@cofc.edu](mailto:Gradstud@cofc.edu) :: [www.cofc.edu/gradschool](http://www.cofc.edu/gradschool)

Academic Dismissal	Degree audit	Probation questions
Academic Policies	Drop/Add	Registration information
Academic Questions	Fellowships	Withdrawal from class
Address Changes	Graduation information	Withdrawal from College of Charleston
Course Listings	Late withdrawal from class	

Academic Computing :: [www.cofc.edu/technology/](http://www.cofc.edu/technology/)

IT Consultation and Assistance	WebCT	Network access	
Cougar Trail	Email	Electronic reserves	Helpdesk

Career Center :: 953.5692 :: [careercenter@cofc.edu](mailto:careercenter@cofc.edu) :: [www.cofc.edu/~career/](http://www.cofc.edu/~career/)

Career Counseling and Testing    Jobs on and off campus

Center for Disability Services :: 953.1431 :: [SNAP@cofc.edu](mailto:SNAP@cofc.edu) :: [www.cofc.edu/~cds/](http://www.cofc.edu/~cds/)

Learning Disabilities    SNAP Services

Center for Student Learning :: 953.5635 :: [www.cofc.edu/~csl/](http://www.cofc.edu/~csl/)

Foreign Language Tutoring	Tutoring & Professional Instruction
Study Skills	Writing lab

Cougar Card Services :: 953.1100 :: [cougarcard@cofc.edu](mailto:cougarcard@cofc.edu) :: [www.cofc.edu/auxiliaryservices/cougar/](http://www.cofc.edu/auxiliaryservices/cougar/)

Financial Aid :: 953.5540 :: [financialaid@cofc.edu](mailto:financialaid@cofc.edu) :: [www.cofc.edu/finaid/](http://www.cofc.edu/finaid/)

FAFSA Loans    VA Educational Benefits

Legal Residency :: 953.7311 :: <http://legalresidency.cofc.edu/>

Parking Services :: 953.7834 :: [parkingservices@cofc.edu](mailto:parkingservices@cofc.edu) :: [www.cofc.edu/~parking/](http://www.cofc.edu/~parking/)

Public Safety :: 953.5609 (non-emergency) :: 953.5611 (emergency :: [www.cofc.edu/publicsafety/](http://www.cofc.edu/publicsafety/)

Lost & Found    Late night campus escort service

Registrar's Office :: 953.5668 :: [registrar@cofc.edu](mailto:registrar@cofc.edu) :: [www.cofc.edu/~register/](http://www.cofc.edu/~register/)

Address Changes	Grades	Drop/Add
Cougar Trail	Transcript request	

Student Affairs :: 953.5522 :: [studentaffairs@cofc.edu](mailto:studentaffairs@cofc.edu) :: [www.cofc.edu/studentaffairs/](http://www.cofc.edu/studentaffairs/)

Student Code of Conduct    Honor Board/Code

Student Wellness Center :: 953.55520 :: [www.cofc.edu/~stuhealth/](http://www.cofc.edu/~stuhealth/)

Insurance	Immunizations
Health Forms	Counseling and Psychological Services

Treasurer :: 953.5572 :: [Treasurer@cofc.edu](mailto:Treasurer@cofc.edu) :: <http://treasurer.cofc.edu/>

Graduation fee payment	Tuition Refunds	Transcript payment
Payment plan - tuition	Scholarship checks	

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# REGISTRATION INFORMATION

## Course Changes - Drop/Add Period

Using Cougar Trail, students may make course schedule changes during the official drop/add period.

## Cross-Registration Students

Students who have been admitted into a graduate program at Charleston Southern University, The Citadel, or the Medical University of South Carolina may take graduate courses that will count toward their degree at their home institutions. To register for a cross-registration course, complete a cross-registration form at the home institution. Submit the form complete with signatures to the Graduate School Office, Suite 310, Randolph Hall.

## Degree Seeking Students

Candidates for degrees who meet all requirements for admission to a graduate degree program are regular degree students. Upon admission as a degree-seeking student, each applicant is assigned a graduate advisor to develop a program of study. It is imperative that the appointed advisor be consulted prior to enrolling in courses intended to count toward a degree.

## Professional Advancement

Students who wish to earn credit in graduate courses for the purpose of professional advancement and/or enrichment, but are not candidates for a degree, may register for classes at The Graduate School with the permission of the appropriate graduate program director, and with appropriate documentation about their former higher education experience.

## Student Status

Only students who have been formally admitted into a College of Charleston graduate program as a degree or a non-degree student may enroll in graduate courses. Non-degree students must provide official transcripts which indicate their baccalaureate degree. An official transcript is sent directly to the Graduate School Office from other colleges/universities.

## Visiting Students

Students who are in good standing in any regionally accredited graduate school may take graduate courses at the College of Charleston, and transfer credit to their graduate school. Visiting students must complete an application, pay the application fee, and supply the Graduate School Office with a letter of good standing from the dean of their institutions.

## Withdrawal

After the regular drop/add period at the beginning of each term, students may withdraw from courses through Cougar Trail. This withdrawal period results in differing refund rates. Students are encouraged to check the Graduate Calendar for specific dates.

If a student voluntarily withdraws from a course during the official withdrawal period, the grade of "W" is entered on the student's record. This grade will not affect the student's record, since the credit value of the course is not entered.

After the official withdrawal deadline, students may withdraw from a course only with special permission of the Dean of the Graduate School and the professor. This permission is granted only if continued enrollment in the course would be detrimental to the student's health or extenuating circumstances prevent the student's continued enrollment. It is not granted to prevent course failure. See page 12 for withdrawal date schedule.



## Cougar Trail

<http://cougartrail.cofc.edu>

### Hours

Monday-Thursday: 8am - 11:45pm

Friday: 8am - 12 midnight

Saturday: Available All Day

Sunday: 12 midnight - 11:45pm

Hours may be extended during peak periods of activity.

If you have never created a PIN on Cougar Trail, use your 6-digit birth date (MMDDYY) to log in initially. You will be immediately prompted to change your PIN to a 6-digit number other than your birth date. You will then be required to log back in with your new PIN.

For security reasons Cougar Trail on the Web will NOT accept a student's birth date as his/her PIN. You will be immediately prompted to change it.

If you already have a PIN on Cougar Trail and it is not your birth date you may continue to use that PIN in Cougar Trail on the Web. You will not have to change this PIN.

Forgot your PIN? Please notify the Registrar's Office or the Graduate School via your College of Charleston assigned e-mail account. This is your official College of Charleston e-mail account. PIN reset requests should include your Social Security Number, birth date and a list of your classes from the previous semester and should be addressed to: CTHelp-Stu@cofc.edu or gradsch@cofc.edu. Tell us what you want the PIN reset to — then don't forget the new PIN. Students may also go by the Registrar's Office and present a picture ID to have the PIN reset.

### cougar trail allows you to....

- check your registration status
- view your schedule
- view course descriptions
- pay your tuition bill
- view holds
- view academic information
  - grades
  - unofficial transcript
  - transfer credit summary
  - on course degree audit
- update your address
- register for courses

## Student E-mail Accounts

<http://www.cofc.edu/webmail/>

An email account is automatically created for each student when upon enrollment at the College of Charleston. Before you can access your Edisto account for the first time, you will need to change your password by logging on to Cougar Trail. Scroll down to the bottom of the screen and click "Set your Cougars Password." Follow the instructions that appear in the pop-up window. If there is no account listed, or if you encounter any problems once you have successfully accessed your account, contact Academic Computing at 843-953-5569.

The campus e-mail is expected to be used to correspond with the campus faculty and staff. Your campus e-mail account should be checked frequently for important details about classes, professor correspondence, financial aid information, and campus events. Students must use their assigned campus e-mail accounts to complete transactions with departments on campus that require a campus e-mail address for verification purposes. Although students may use another personal e-mail address, e-mail will still need to originate through the assigned campus account to complete these transactions. Check your campus e-mail account often to avoid exceeding the document quota. Unchecked e-mail may result in messages being returned to the sender as undeliverable. If you do not see your e-mail account and password when you log on to Cougar Trail, an e-mail accounts may be obtained by visiting room 322 of the J. C. Long Building with a valid student ID.

# ACADEMIC POLICIES

## Student Code of Conduct

You are encouraged to become familiar with the Student Code of Conduct Handbook found at [http://www.cofc.edu/StudentAffairs/general\\_info/studenthandbook.html](http://www.cofc.edu/StudentAffairs/general_info/studenthandbook.html). The information in this manual changes on an annual basis and serves as a supplement to complement the Graduate Student Handbook.

## Academic Dismissal

Maintaining an adequate GPA is only one criterion for satisfactory academic progress. Students receiving three grades below the grade of "B" or one grade of "F" in their programs will be withdrawn from the Graduate School and will not be allowed to reapply to their programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year. NOTE: Administrative "Fs" will be reviewed before action is taken under this policy. Other criteria such as progress toward completing a thesis or requests for extensions of a program of study, etc., may be established by individual programs. Students who fail to meet the standards of their programs for satisfactory academic progress may be withdrawn from their programs.

## Grades

### I Grades

The grade "I" indicates that: only a small part of the semester's work remains to be done; the student is otherwise doing satisfactory work in the course; and that an extension of time is warranted to complete the work. An "I" grade also signifies an agreement has been established between professor and student as to the quantity of work remaining to be done, the deadlines established for its completion, and a schedule of meeting times. This agreement must be made in writing with a copy sent to the professor, student and program director. All work for completion of the course requirements must be submitted by the end of exams in the next major term (Fall or Spring). One additional extension may be granted to the student using the Course Requirement Completion Extension form with signatures of approval by both the professor and the Dean of Graduate Studies. If the student does not complete the work within the prescribed time period, the "I" is changed to an "F" and the student will be withdrawn from the Graduate School and will not be allowed to reapply to his or her program or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year. NOTE: Graduate School students in joint programs with The Citadel who receive a grade of "I" in a course taken at The Citadel have only one semester to complete the course before the "I" becomes an "F."

### Grade of XF

The grade of XF means failure due to academic dishonesty. If a student is found responsible for an act of "serious" academic dishonesty, the instructor for that course must assign an XF. The XF remains on the student's official transcript for a minimum of 2 years. After 2 years, the student can petition the Honor Board for removal of the X. The F will remain.

## Legal Residency

Under the law, resident status for fees and tuition purposes may be established by independent citizens, military/dependents, and certain aliens. There are also provisions applicable to resident classification of dependent persons. Physical presence in the state solely for education purposes does not constitute establishment of South Carolina residency for fees and tuition purposes. To submit a request for legal residency, forms and instructions are located on the Legal Residency web site.

## Probation Standards

Students at the Graduate School are expected to maintain a cumulative GPA of 3.0 on a scale of 4.0 in their programs. Degree seeking candidates whose GPAs fall below 3.0 will be placed on academic probation. Students on probation must raise their averages to a satisfactory level (3.0 or better) upon attempting three additional courses in their program, or within 1.5 academic years, whichever comes first. During the probationary period, students must also demonstrate they are making progress by maintaining or improving their GPA. Students whose averages remain below a 3.0 after attempting three additional courses, or within 1.5 academic years after being placed on probation, will be withdrawn from the Graduate School and will not be allowed to reapply to their programs or to enroll in any graduate coursework counting toward any graduate degree or graduate certificate at the College of Charleston for one calendar year.

# CODE OF CONDUCT



In its most basic definition, the Honor System at the College of Charleston is a judicial system which governs both a student's civil behavior and academic integrity. Its purpose is "to promote and protect an atmosphere of trust and fairness" both inside and outside of the classroom (Student Handbook). With this in mind, it is beneficial to examine the Honor System, the

Code of Conduct (a set of rules that governs a student's civil behavior) and the Honor Code (a set of rules that presides over a student's academic integrity). Under the Honor Code, students are expected to maintain academic integrity. This means that students are forbidden to engage in any behavior "that might give one student an unfair [academic] advantage over another" (College of Charleston Student Handbook).

Under the Code of Conduct, students are expected to act civilly at all times. Essentially, this means that students are forbidden to engage in any behavior that might adversely affect either oneself or others. The Code of Conduct can be applied to off campus incidents as well.

## examples of academic dishonesty include, but are not limited to:

- Lying-knowingly, furnishing false information, orally or in writing, in an effort to deceive relating to academic work (e.g. fabrication of citations, etc.)
- Cheating or attempting to cheat on any academic assignment (including unauthorized collaboration and recycling work when not approved by the professor)
- Stealing or attempting to steal another's academic work
- Plagiarism: The verbatim repetition, without acknowledgement and quotation marks, of the writings of another author; borrowing without acknowledging the source; paraphrasing the thoughts of another without acknowledgement; or allowing any other person or organization to prepare work which one then submits as his or her own.

## examples of inappropriate actions include, but are not limited to:

- Acts of dishonesty-furnishing false information, forgery, misuse of any college document/identification; tampering with an election; abuse of the judicial system, etc.
- Physical abuse, threats, intimidation, harassment, sexual harassment, sexual assault, coercion, hazing, etc.
- Disruption or obstruction of teaching or college operations; failing to comply with directions of College officials; computer misuse; breach of peace; conduct which is disorderly, lewd, or indecent, etc.
- Attempted or actual theft; illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, etc.
- Using, possessing, or distributing drugs or alcohol, except as expressly permitted by law; violating published college policies, rules, and regulations; violating federal, state, or local laws; disturbing the neighborhood; etc.

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# CODE OF CONDUCT CONTINUED

## Adjudication of Violations on Campus & Within The Community

Students may be accountable to both outside authorities and the College for acts which constitute violations of law and of the Honor Code, Student Code of Conduct, Alcohol Policy, or Drug Policy. Disciplinary action at the College will normally proceed while criminal proceedings are pending, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been reduced or dismissed. The College of Charleston Office of Student Affairs has jurisdiction over student conduct which occurs on College property or in connection with official College functions. In addition, the office has discretion to exercise jurisdiction over conduct which occurs off campus and which violate student conduct and discipline policies and regulations if the conduct occurred on campus when the alleged misconduct (1) indicates the student may be a threat to the safety or security of members of the College community or property; (2) disturbs the neighborhood; or (3) the alleged misconduct involves academic work or any records, documents or identifications with the College.

The Office of Student Affairs may choose to exercise jurisdiction over off-campus incidents where alleged misconduct involves rape, sexual assault, threats of violence against any person, stalking, sexual harassment, possession of weapons, manufacture, sale, or distribution of controlled substances, hate crimes, hazing, disorderly conduct, or conduct which would constitute felony, burglary, robbery, theft, damage to property, etc.

## Classroom Code of Conduct

While there are many informal situations where people have neither the desire nor the right to define how others ought to behave, a college classroom requires a higher level of courtesy than many people exercise in ordinary public spaces. Everyone in a classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the higher purpose of learning that should be paramount in a college classroom.

## Civil Conduct in the College Classroom

- Do not cut classes, come in late or leave early. If you are late for class, enter in complete silence and do not walk between the class and the professor. Never leave during class unless you absolutely must. Leaving for a short break and then returning is not acceptable.
- Likewise, it is rude and unacceptable to talk with classmates while the professor or another student is talking.
- Eating or drinking are not acceptable during class.
- Wearing a hat that conceals your face is rude because the person who is addressing you cannot see you.
- Visible and noisy signs of restlessness are rude as well as disruptive to others. Do not begin packing your book bag or otherwise indicate that you think it is time for class to come to an end; wait for the professor to dismiss class. If the class period has ended but the professor has not finished and you cannot stay any longer, leave in complete silence.
- Come to class prepared to work. Bring writing materials and any other necessary instructional material with you, such as your textbook, workbook, computer disks, etc. Make necessary financial arrangements so that you can purchase all such material at the beginning of the semester. Your professor expects you to obtain all necessary material in order to succeed in the course. You are also expected to prepare for class by completing reading and homework assignments.
- Submit work and take tests on schedule. If you miss a test or fail to turn in work on time, you may not have the opportunity to make it up.
  - The Honor Code prohibits lying, cheating, or stealing. This, of course, is the most basic and most important of all principles of civilized academic behavior.
  - Turn off all cell phones, pagers, and other electronic devices when in class.

The New Graduate Student Handbook should be used in conjunction with the current College of Charleston Student Handbook: Guide to Civil and Honorable Behavior prepared by the Student Life Office. The handbook is located online at <http://www.cofc.edu/about/handbook.pdf>

# FUNDING & TUITION PAYMENTS

## Financial Aid & Veterans Assistance

Office of Financial Aid & Veterans Affairs  
Phone: (843) 953-5540  
TTY Device for the Deaf: (843) 953-5484

Lightsey Center 1st Floor  
Fax: (843) 953-7192  
[www.cofc.edu/finaid/](http://www.cofc.edu/finaid/)

Students who are enrolled in a degree granting program of study may be eligible for federal student loans. Detailed information about federal student aid programs may be found on the U. S. Department of Education website in the Student Guide publication at: [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html). You may also request a paper copy by contacting 1-800-4-FED-AID. The Free Application for Federal Student Aid (FAFSA) is the only application needed for a student to receive federal financial assistance at the College of Charleston. Students may apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

### Entrance Interview

If you are borrowing federal student loans for the first time at the College of Charleston, you must complete the Entrance Interview for Borrowers requirement before your aid will be disbursed. Go to the Office of Financial Assistance & Veterans Affairs website at [www.cofc.edu/finaid/](http://www.cofc.edu/finaid/), and click on Entrance/Exit Counseling located on the sidebar. You will see instructions for completing the Entrance Interview requirement.

### Promissory Notes/Student Loans

First time borrowers at the College of Charleston must complete the Federal Direct Loan Electronic Master Promissory Note (E-MPN). The E-MPN Internet site at <http://dlenote.ed.gov> allows the student to complete and sign the E-MPN over the Internet. All entering students interested in the student loan program are required to complete an E-MPN. You will need your Federal PIN number in order to complete the E-MPN on-line. This is the same federal PIN number used to complete the FAFSA on line. Disbursement Loans for the academic year will be equally disbursed during the beginning of the fall and spring semesters. Loans for one semester will be disbursed in two equal payments during the semester awarded.

### Veterans Assistance

Veterans Benefits are available for eligible persons. Contact the Department of Veterans Affairs at 1-888-442-4551 or [www.gibill.va.gov](http://www.gibill.va.gov) regarding eligibility requirements. Eligible VA students can meet with the College's Veterans Affairs Coordinator in the Office of Financial Assistance for information on using Veterans Benefits at the College of Charleston.

### Fee Deadlines

All fees are due and payable in full before or during the official registration period. Fees may be paid by Visa, Master Card, or Discover Card in person, or by check made out for the exact amount of charges. A payment plan is also available. Additional fees may be charged for specific courses and fees are subject to change. An on-line billing statement is available on Cougar Trail Terminal. Please contact the Office of the Treasurer by phone: 843-953-5572 or online <http://treasurer.cofc.edu> for complete information. **NOTE: It is imperative that all due dates are abided by. Failure to pay the balance due will lead to cancellation of the student's schedule.**

### Withdrawal Dates & Refund Schedules

*Please refer to the Graduate Calendar for specific dates, or contact the Treasurer's Office.*

Fall & Spring Semesters:

Through the official drop/add period	100%
Through the first week after drop/add	90%
Through the second and third weeks following drop/add	50%
Through the fourth through seventh weeks following drop/add	25%

Maymester, May evening, Summer I day, Summer evening, Summer II day:

Through the official drop/add period	100%
Through the first day following drop/add	90%
Through the second and third days following drop/add	50%
Through the fourth through seventh days following drop/add	25%



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# FUNDING OPPORTUNITIES

## Fellowships

### Lindstedt Trust Award and the Environmental Protection Agency Fellowship

These scholarships, offered by the Master of Environmental Studies program (MES), are awarded competitively, based on academic record and a response essay.

### Joanna Foundation Graduate Fellowship in Marine Biology

This fellowship is awarded competitively to graduate students with the strongest overall academic record. For more information, please contact the marine biology department at 843-953-9200.

### Université de Versailles/Saint Quentin Research/Teaching Fellowship

The Graduate School of the College of Charleston has a student exchange agreement with the Université de Versailles/Saint Quentin which affords an opportunity for graduate students to teach English and conduct research at the université located in the southwest suburbs of Paris. Entrance to the program is competitive, usually with one student being chosen per academic year. Graduate students may apply in the fall/early winter of each academic year for the program. Application forms are available in the Graduate School Office. The application deadline is February 1. NOTE: While students will operate in an English-speaking environment, fellowship recipients will be expected to have good reading knowledge and speaking ability in French. Lack of French language ability can be corrected through intensive language courses and should not deter interested students from applying for this fellowship. Call 843-953-5930 for more information.

## Scholarships

### Young Alumni Scholarship

The Young Alumni Scholarship is awarded to a Young Alumni Associate who, as a recent graduate of the College of Charleston, is presently a student in a master's program at The Graduate School of the College of Charleston. Please go to [www.cofc.edu/connections/alumni/scholarships.html](http://www.cofc.edu/connections/alumni/scholarships.html) for further information and the scholarship application.

### Holland and Sizemore Scholarships

These scholarships are endowed in the memory of Max Holland and Mitch Sizemore, long-time city managers and proponents of professional public administration. Students actively enrolled in the MPA programs at the University of South Carolina, College of Charleston, and Clemson University are all eligible to apply. For more information, call 803-777-8156.

### Bilingual Legal Interpreting

For information on scholarships available for Bilingual Legal Interpreting students, please visit [www.cofc.edu/~legalint](http://www.cofc.edu/~legalint).

## For Teachers

### SC Teaching Scholarship Grants Program

For more information, go to the South Carolina Commission On Higher Education web site, <http://www.che400.state.sc.us/AcademicAffairs/SCTSPProgram.htm>

### The Aline Smith Bulwinkle Memorial Scholarship

Awarded to a graduate student in the Department of Elementary and Early Childhood Education who meets the scholarship criteria. The deserving student will be awarded \$1200 per academic year and can be the scholarship recipient for up to two years.

### The Miles Early Childhood Internship

Awarded each semester to a graduate student in the Department of Elementary and Early Childhood Education. The deserving student will be appointed as the Miles Early Childhood Graduate Assistant and will earn \$3550 a semester toward employment in the Early Childhood Development Center.

Education majors receiving a Federal Perkins Loan may be eligible for loan cancellation by teaching in an eligible school with a high concentration of low income families.

# FUNDING OPPORTUNITIES

## The Mary A. Lee Endowed Fellowship in Special Education

A one-time, non-renewable award to a special education student in either the Master of Education or Master of Arts in Teaching degree programs. The tuition award is made in July for fall and spring semesters. Applicants should meet specified guidelines (full-time status, admitted to a degree program in special education, and taking at least nine hours) and complete the application available in the Graduate School Office. Applicants may or may not have a graduate assistantship. The deadline is July 15.

## The South Carolina Teacher Loan Program

This loan offers S.C. residents low interest loans to students in the teaching profession. These loans can be cancelled by teaching in South Carolina public schools in an area of critical need. Contact the S.C. Student Loan Corporation at 803-798-0916 to request an application.

## Teaching Certification

Students who have already received a bachelor's degree and are pursuing a teaching certificate are eligible for financial assistance in the form of student loans. Students receiving teaching certification are eligible for student loans for up to two years. For information, contact the Graduate School of the College of Charleston's School of Education about acceptance in the Master of Arts in Teaching program or the Master of Education program.

## Treasurer's Office

170 Calhoun Street  
Phone: (843) 953-5572  
Fax: (843) 953-5573  
<http://treasurer.cofc.edu/>

The Treasurer's Office handles the processing of billing and payments. Tuition and fees for the academic year will be posted on the Treasurer's Office website. The College of Charleston is a state-supported institution whose tuition and fees are based upon appropriations granted by the South Carolina General Assembly. Accordingly, the fees charged by the College will be directly affected by the action of the legislature, and are therefore subject to change without notice.

EBills are issued only to the student's Edisto email account and Authorized Users as set up by the student. For further information, please see [www.treasurer.cofc.edu](http://www.treasurer.cofc.edu). CofC also has a firm policy of cancellations of registration for non-payment. Please be sure to check your emails and view your eBills regularly for payment and billing information.



# STUDENT SERVICES

Unless otherwise noted, all office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m.

## Athletics

F. Mitchell Johnson Physical Education Center  
30 George Street  
Phone: 843.953.5556  
Fax: 843.953.8296  
<http://cougars.cofc.edu>

### Varsity Sports

men's basketball  
men's baseball  
men's golf  
men's soccer  
men's tennis  
men's cross country

men's swimming  
women's basketball  
women's cross country  
women's soccer  
women's softball  
women's tennis

women's golf  
women's swimming & diving  
women's volleyball  
women's indoor/outdoor track  
co-ed equestrian  
co-ed sailing

### Campus Recreation Services

The Campus Recreation Services (CRS) program is designed to provide a variety of activities that contribute to the overall health and well-being of the College community. The F. Mitchell Johnson Physical Education Center and the Willard Silcox Physical Education and Health Center serve as the two primary locations on campus for students to meet all recreational needs. Soccer, baseball and softball fields are located at the 35-acre outdoor sports complex located at Patriot's Point in Mt. Pleasant. The College's sailing team operates out of the Sailing Center at Patriots point. Visit the athletic department's homepage for a listing of intramural sports clubs offered.

### Attorney Assistance Program

Phone: (843) 953-5703  
[www.cofc.edu/studentaffairs/AtrnyAstPrgrm/](http://www.cofc.edu/studentaffairs/AtrnyAstPrgrm/)

Attorneys who are available to work with students involved with more serious felony/violent crimes can be identified through contact with our Crisis Assistance Response and Education (C.A.R.E.) Program. For further information regarding this particular assistance, please schedule an appointment with a C.A.R.E. representative at 843-953-5522 during normal working hours.





# STUDENT SERVICES CONTINUED

## Bookstore

160 Calhoun Street  
cofc.bkstr.com  
953.5518

**Textbook Reservations:** You may order your textbooks online at [www.cofc.bkstr.com](http://www.cofc.bkstr.com) and have your books held at the store for pickup or shipped right to your doorstep. This program offers you the best chance of getting used textbooks.

**General Books:** To supplement your required texts, our general book department stocks study aids, dictionaries, and foreign language books. To help you prepare for your future, we also carry test preparation manuals and career and graduate school

guides. We have an in-depth selection of books by College of Charleston faculty, as well as books of local interest. In addition to many fiction and nonfiction titles, we offer best sellers at 30% off every day!

**Special Orders:** We take special order requests every day. Many books are available from our distributors within 2-4 business days and most non-rush orders include free shipping!

**Forms of Payment:** Students may pay for their purchases with cash, check, Visa, Master Card, American Express, Discover, or the Cougar Card (the College's pre-paid debit card). In addition, students with financial aid, grants or scholarships who have aid in excess of their tuition/fee charges, may charge their books and/or supplies to their account BEFORE excess aid checks are processed for the semester.

## Cougar Card Services

<http://www.cofc.edu/auxiliaryservices/cougar/>  
80 St Philip Street - Storefront  
953.1100

The Cougar Card is your official College of Charleston identification card. You will use it on campus to identify yourself as a student. Your first card is free of charge. Replacement cards are provided for a fee of \$10. With your Cougar Card, you may check out books in the library, access your meal plan, have access to recreational sports facilities, and make purchases without having to carry cash. Other features of the Cougar Card include a discretionary spending account, a vending stripe, a calling card, and free transportation on CARTA, Charleston's public transportation system.

### Discretionary Account

The discretionary account is a pre-paid, declining balance account that is accessed with your Cougar Card, and can be used to make purchases in the bookstore, all food service locations and Cougar Card Services. To activate the account, payment must be made at the Treasurer's Office and an activation form must be completed in the Cougar Card Services. Discretionary funds transfer from one semester to the next, and from one year to the next. The College of Charleston is prohibited by law from performing banking services, and therefore cannot refund discretionary funds to students who are still enrolled in school. Discretionary account balances greater than \$10 will be refunded upon request to students who graduate, take a leave of absence, or withdraw from the College. Refunds must be requested in the Office of Cougar Card Services, and are subject to a fourteen (14) day processing period. Unclaimed discretionary account balances that are inactive for eighteen (18) months or longer will be reclaimed.



# STUDENT SERVICES CONTINUED

## Vending Stripe

Your Cougar Card features a vending stripe that allows you to use the card in place of cash in many drink machines, laundry machines and copiers located on campus. Your vending stripe can be activated by a transfer of discretionary funds at the card-value-center (CVC) located on the first floor of the library. The CVC allows discretionary transfers in \$1 increments with a \$20 maximum. Cash additions to the vending stripe of up to \$20 may be made at CVC's located in the library, Education Center or Berry Residence Hall. Funds placed on the vending stripe are nonrefundable and non-transferable if the card is lost, damaged or stolen.

## Calling Card

The College of Charleston and SPIRIT TELECOM have teamed up to bring low-cost long distance services to students. To activate your calling card, call the customer service number listed on the back of your Cougar Card. For additional information, please call Telephone Services at 843-953-5595.

## Counseling & Substance Abuse Prevention Services

<http://www.cofc.edu/~counseling/>

Phone: (843) 953-5640

Counseling Services is accredited by the International Association of Counseling Services. The staff consists of well qualified mental health professionals and advanced graduate student interns with backgrounds in counseling, social work, and psychology. The counselors are all licensed in their respective fields.

Counseling and Substance Abuse Prevention Services hours: Monday-Thursday, 8:30 a.m.–6:00 p.m. (5:00 on Friday). Walk-in hours are 12:30-5:30 p.m. (3:30 Friday). For after-hours emergencies, contact Public Safety (843-953-5611) and they will page the on-call counselor.

## Crisis Assistance Response and Education Program (CARE)

<http://www.cofc.edu/~care/>

67 George Street  
953.3390

The C.A.R.E. program is staffed by two state-certified advocates who work with any currently enrolled student who is victimized by violent or potentially violent crime no matter where the incident had occurred, either on or off campus.

C.A.R.E.'s one-stop-shopping approach offers critical information relevant to all aspects of reporting and working within the law enforcement/criminal justice system. In addition, it provides direct intervention services whether the individual chooses to report or not. C.A.R.E. collaborates with other jurisdictions providing a comprehensive approach to safety and resource channeling and ongoing long-term contact to address the diverse needs that may arise.

Non-emergency assistance (the incident occurred days, a week, a month ago or requests for information) may be arranged by calling 843-953-5522 during normal business hours. Please ask to speak with a C.A.R.E. representative.



# STUDENT SERVICES CONTINUED

Emergency C.A.R.E. response team intervention for an incident that has just happened is available by contacting the Emergency Pager at 724-3600. A C.A.R.E. team representative will return your call as soon as possible.

## Dining Services

Campus dining services is committed to providing delicious food served in comfortable, inviting locations. Students have many options for meals and snacks to meet any dietary requirement. Campus dining locations are open from early morning through late night so the hours are very convenient for the busy student.

### Meal Plans

There is a wide variety of meal plans to meet every lifestyle. A meal plan includes a specific number of meals per week or semester, Dining Dollars, or a combination of the two. Dining Dollars provide extra money on your meal card and can be used at any of the campus dining locations. They are valued dollar-for-dollar, and food items purchased on campus with dining dollars are sales tax exempt. Dining Dollars may be added to meal plans or bought as a stand-alone plan. Please go to Campus Dining website <http://www.campusdish.com/en-US/CSSE/Charleston/MealPlans/> for more information.

### Dining Locations

Craig Cafe (St. Philip & George Streets)

Hungry Cougar (St. Philip & Calhoun Streets)

Stern Center Food Court (George and Coming Streets)

Einstein Brothers Bagels (St. Philip & Vanderhorst Streets)

## Disability Services

<http://www.cofc.edu/~cds/>

Lightsey Center - room 104

953.1434

The Center for Disability Services is committed to meeting the needs of students with documented disabilities. Upon admission, students whose disabilities would require accommodation are urged to apply for service before the semester begins. Contact the Center for Disability Services for application information. Services provided will vary depending upon the type of disability and the documentation provided.

Services available include:

- Referrals to independent licensed testing and evaluating clinics
- Special advising and registration
- Weekly assistance in time management
- Communication with instructors, upon request, to heighten their awareness of individual student needs
- Alternative courses to the math/logic and foreign language requirement if the need is confirmed by medical documentation or psycho-educational assessment
- Secure or produce print materials in alternate formats (RFB&D, electronic text, Braille, etc.)
- Assistive technology (i.e., Wynn Reader, Dragon Naturally Speaking Professional 4.0, Zoomtext, JAWS)
- Alternate testing site
- Workshops and seminars in disability-related areas for students, faculty, and staff

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# STUDENT SERVICES CONTINUED

## Financial Aid

<http://www.cofc.edu/finaid/>

Lightsey Center - First Floor

953.5540

For full information, please see the funding and tuition section of this catalog starting on page 12.

## Health Services

<http://cofc.edu/~stuhealth/>

181 Calhoun Street

953.5520

Student Health Services (SHS) provides primary care to registered students. The SHS is staffed by Board-Certified Physicians, Nurse Practitioners and Registered Nurses who are experienced and dedicated to providing quality health care.

Clinic hours are 8:30 am - 7:00 pm Monday thru Thursday & 8:30 am - 5:00 pm on Friday. Summer hours are 8:30 am - 5:00 pm Monday thru Friday. Appointments can be arranged by calling the SHS or by stopping by the clinic. In case of an emergency after hours or on weekends, students may call Public Safety (953.5611) for transportation to area hospitals.

Visits to the SHS are included in tuition. Students are responsible for fees for referrals, laboratory tests and prescriptions. SHS does not have x-ray facilities or a pharmacy. A number of pharmacies are located within walking distance of the campus. Students who are in Charleston during the summer who are not taking classes can continue to be seen at the clinic by paying a summer fee.

Students are required to have adequate health insurance that will cover hospitalization, emergency room visits, specialty care and diagnostic tests. The College does sponsor a basic health insurance policy; additional information may be found at [www.studentinsurance.com](http://www.studentinsurance.com). All students are required to complete a health form and show proof of immunization. Health Forms are sent with admission information. If you did not receive a form please contact SHS and one will be mailed to you. Physical exams are not required. Care at the SHS is completely confidential; students must sign a written release prior to the disclosure of medical information. Please call SHS for additional information.

## Office of Intercultural Programs

<http://www.cofc.edu/~oip/> :: Robert Scott Small Library

The Office of Intercultural Programs coordinates the campus-wide plan for the retention of African American and other minority students. A network of programs and services is designed to enhance and support all facets of student life and academic success.

## Libraries

Addlestone Library

20 Calhoun Street

Phone: (843) 953-5530

[www.cofc.edu/~library/](http://www.cofc.edu/~library/)

Marlene & Nathan Addlestone library

Houses the main collections of the College and includes more than a half million volume equivalents and more than 3,500 periodicals and journal subscriptions. The library is a depository for government publications. Library rules are

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# STUDENT SERVICES CONTINUED

liberal with open-stack privileges. For more information, visit the library website.

## **Services include:**

- Open more than 100 hours per week
- Extensive book and serial collection with open-stack browsing privileges
- Online web catalog, research guides, and indexing/abstracting and full text databases
- Skilled librarians to provide assistance in the use of the library
- Internet access to all students
- Reserve department for materials "on reserve" for specific course assignments
- Electronics reserve service for selected courses
- Rare books including double-elephant Audubon folios
- Computer lab in the basement & laptop check-out service
- Interlibrary loan service for free delivery of books
- Classes on the latest information technology

## **The Cooperative Marine Resources Library at Fort Johnson**

The cooperative Marine Resources Library at Fort Johnson consists of the combined marine science holdings of the College of Charleston/University of Charleston, S.C., the South Carolina Department of Natural Resources, and the NOAA/NOS/CCEHBR Charleston Laboratory. The collections consist of over 24,000 volumes, 370 current periodical subscriptions, and thousands of reprint articles dealing with oceanography, fishes and fisheries, marine invertebrates, estuarine and marine ecology, water quality, coastal zone management, and other fields in the marine sciences. Call (843) 953-9370 for more information.

## **The Avery Research Center for African American History and Culture**

Located at 125 Bull Street is an archive and small museum that documents, preserves, and makes public the unique historical and cultural heritage of South Carolina Lowcountry African Americans. A non-circulating research library is open to the general public. For more information you may call (843) 953-7609.

## **The John Rivers Communication Museum**

Located at 58 George Street, the John Rivers Communication Museum displays instruments influential in the history of communication. Its collection includes telegraphs, magic lanterns, radios, televisions, and phonographs, as well as documentary videos on communication history and a variety of other topics. The museum offers evening film and discussion series that complement the College's academic curricula. Group tours are available by appointment. All events and tours are free to the public. Call (843) 953-5810 for more information.

## **Parking Services**

<http://www.cofc.edu/~parking/>  
80 St. Philip Street - Store Front  
953.7834

Parking is very limited in the downtown Charleston area. A listing of alternative parking spaces leased to students in the downtown area is available in the Parking Services office and on the Parking Services web page. Parking spaces are assigned and paid for one semester in advance. Current student parking fees range from \$400 to \$600 per semester. Evening students can purchase a permit for \$100 to begin parking at 3:00 in the afternoon. Students may visit Parking Services to purchase a permit/garage card for an available lot or garage beginning the second day of classes if they missed the application deadline. Students who do not have a College of Charleston parking permit may also utilize the St. Philip Street Garage or the Wentworth Street garage for an hourly fee.

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# STUDENT SERVICES CONTINUED

## Public Safety

<http://www.cofc.edu/publicsafety/>

81-B St. Philip Street

953.5611 emergency

953.5609 non-emergency

Law enforcement responsibilities for the College of Charleston are handled by the Department of Public Safety. Officers are on duty 24 hours a day, 7 days a week to serve and safeguard the campus community. Officers monitor the flow of traffic, enforce parking regulations, and patrol the grounds and buildings.

## Student Learning Center

<http://www.cofc.edu/~csl/>

Addlestone Library - 1st Floor

953.5635

The Center for Student Learning provides FREE academic assistance to all students at the College of Charleston. Our services include:

Accounting lab

Math Lab

Standardized test prep

Foreign languages tutoring lab

Supplemental instruction

Study skills lab

IT fluency lab

Speaking lab

Writing lab

## Treasurer's Office

<http://treasurer.cofc.edu/>

170 Calhoun Street

953.5572

The Treasurer's Office handles the processing of billing and payments. Tuition and fees for the academic year will be posted on the Treasurer's Office website. The College of Charleston is a state-supported institution whose tuition and fees are based upon appropriations granted by the South Carolina General Assembly. Accordingly, the fees charged by the College will be directly affected by the action of the legislature, and are therefore subject to change without notice.

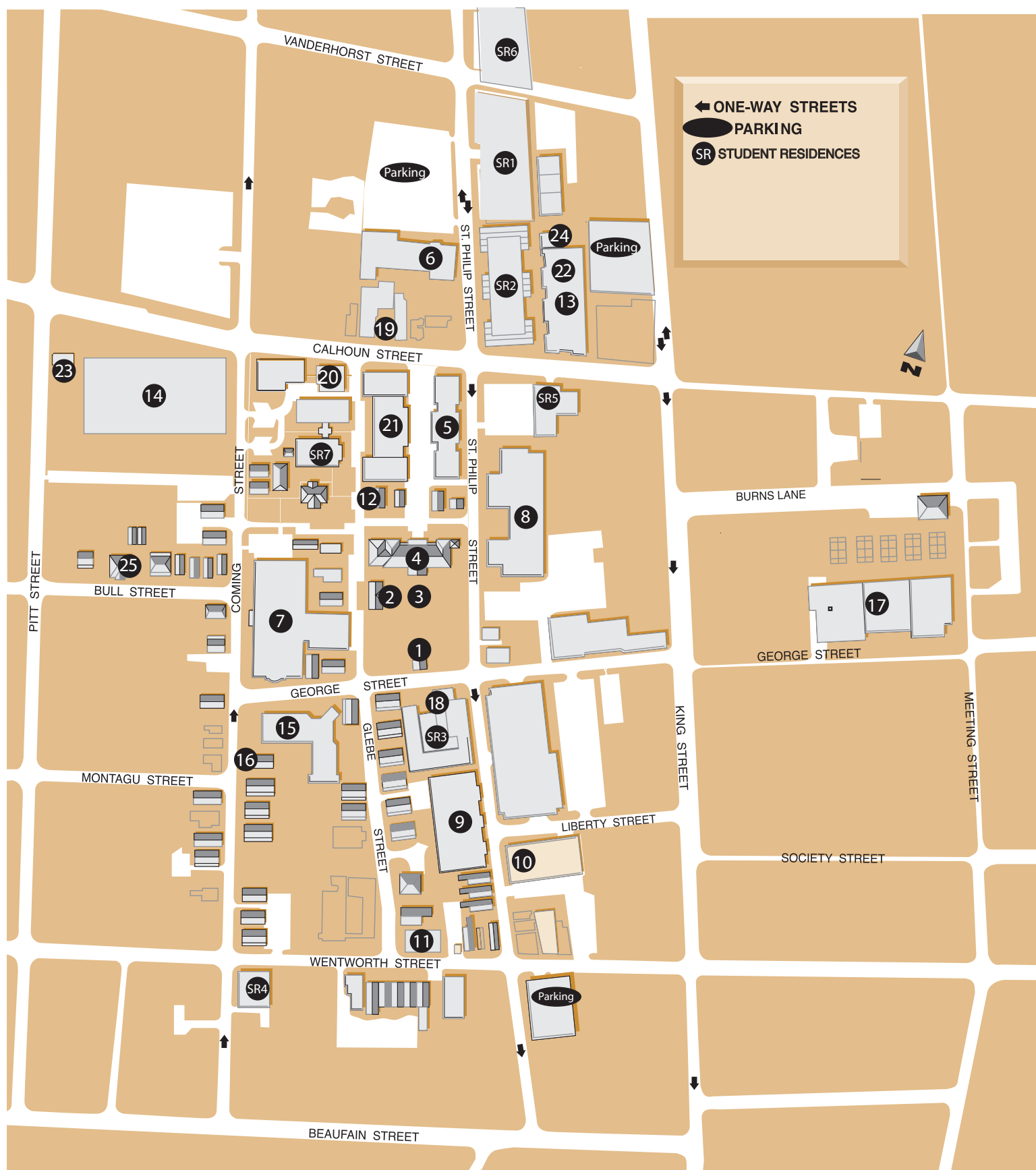
EBills are issued only to the student's Edisto email account and Authorized Users as set up by the student. For further information, please see [www.treasurer.cofc.edu](http://www.treasurer.cofc.edu). CofC also has a firm policy of cancellations of registration for non-payment. Please be sure to check your emails and view your eBills regularly for payment and billing information.

# ON CAMPUS PARKING MAP





# CAMPUS MAP



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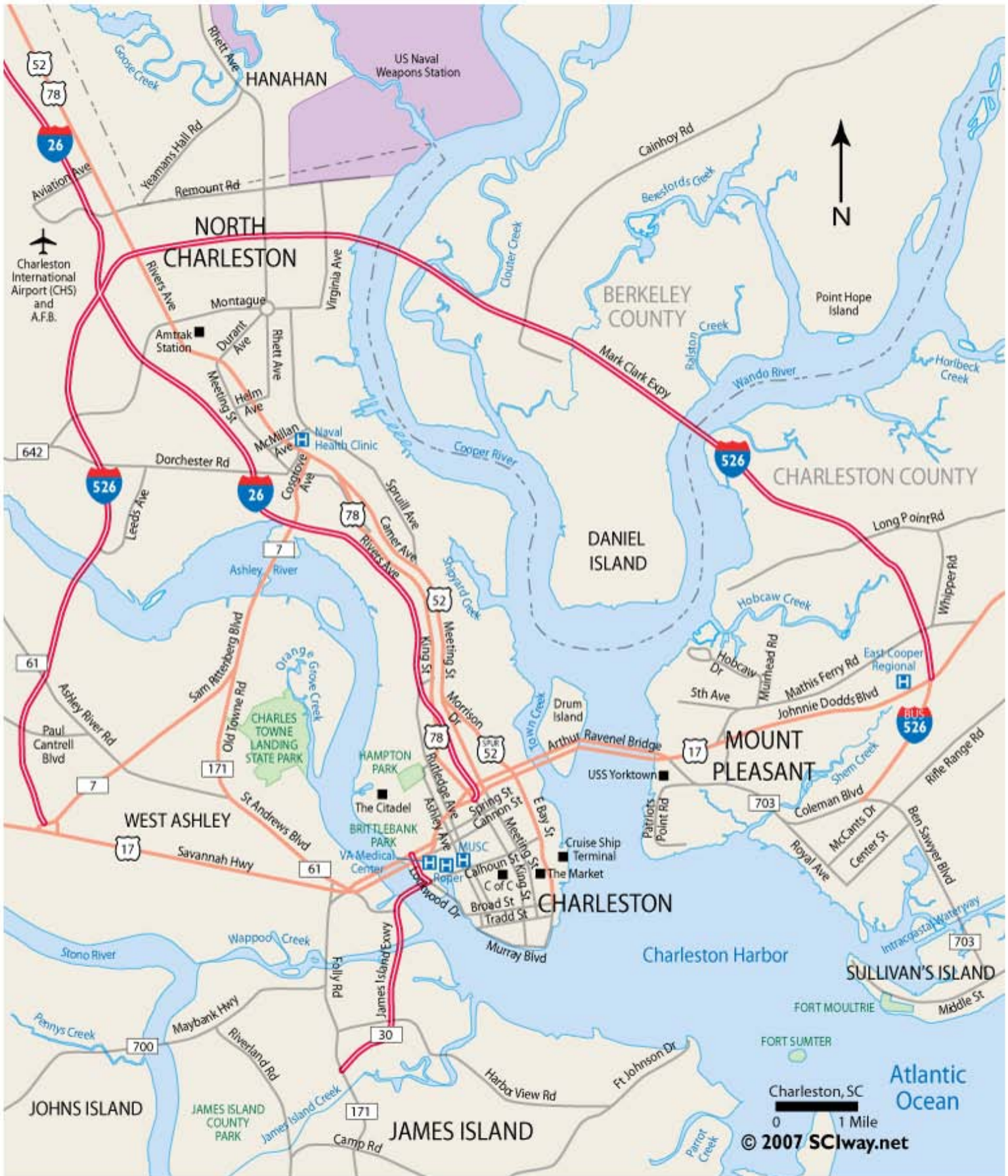
# CAMPUS MAP KEY

1. Porter's Lodge
2. Admissions Office
3. The Cistern
4. Randolph Hall
5. Maybank Hall
6. Bell South Building
7. Science Center/Physicians
8. Simons Center for the Arts
9. Education Center
10. J.C. Long and Beatty Center
11. Jewish Studies Center
12. Honors College
13. Lightsey Center
14. Addlestone Library
15. Stern Student Center
16. Residence Life
17. Kresse Arena & Gym
18. Craig Cafeteria
19. Treasurer's Office
20. Wellness Center
21. Admissions Information Center
22. Financial Aid
23. Multicultural Center 2
4. New Student Programs
25. Alumni Services

## STUDENT RESIDENCES:

- SR1 – McAlister Hall (co-ed)
- SR2 – Berry Hall (female)
- SR3 – Craig Hall (male)
- SR4 – McConnell Hall (co-ed)
- SR5 – College Lodge (co-ed)
- SR6 – Kelly House (upperclassman co-ed)
- SR7 – Buist and Rutledge Rivers (Honors co-ed)

# HIGHWAY MAP





# MAP OF DOWNTOWN CHARLESTON

